



How to Correct Allocations

1. Open the Expense Report with the items requiring allocation correction
2. Click on the **Details** tab.

Concur Georgia

My Concur Request Expense Reporting Profile

View Reports New Expense Report View Receipt Store Approve Reports View Cash Advances New Cash Advance

Instate Travel 7-16 to 31 Sgl Delete Report Submit Report

New Expense Details Receipts Print / Email Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
Personal Car M...	07/26/2013	\$173.46	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.
Personal Car M...	07/23/2013	\$45.76	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.

Expenses Move Delete Copy View New Expense Receipt Store

Date	Expense	Amount	Requested
07/26/2013	Personal Car M...	\$173.46	\$173.46
07/23/2013	Personal Car M...	\$45.76	\$45.76

3. Select Allocations

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Exceptions

Expense	Date	Amount	Exception
Personal Car M...	07/26/2013	\$173.46	Greater than 30 days old. Please be more timely in your expense submissions.
Personal Car M...	07/23/2013	\$45.76	Greater than 30 days old. Please be more timely in your expense submissions.

Expenses Adding New Expense Copy View New Expense Receipt Store

Date	Expense	Amount	Requested
07/26/2013	Personal Car M...	\$173.46	\$173.46
07/23/2013	Personal Car M...	\$45.76	\$45.76

Report

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments
- Cash Advances
 - Available
 - Assigned
- Allocations**
- Travel Allowances

4. The Allocations wizard opens

Allocations for Report: Instate Travel 7-16 to 31 Sgl

Expense List

Allocate Selected Expenses Allocate By Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Select Group

Date	Expense	Amount
07/...	Fixe...	\$28.00
07/...	Fixe...	\$28.00
07/...	Fixe...	\$36.00

Allocations

☐ Percentage * Department * Program * Fund Source * Fund * Project

- Click on Select Group to choose the allocation you wish to correct. Each time you created an allocation in the Expense Report previously it attached a group number to that specific entry. In our example we have three different sets of allocations.

Allocations for Report: Instate Travel 7-16 to 31 Sgl

Expense List				Allocations					
Allocate Selected Expenses				Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites					
Select Group				<input type="checkbox"/> Percentage * Department ? * Program ? * Fund Source ? * Fund ? * Project ?					
1	Ex...	Gr...	A...						
2	Fixe...		\$28.00						
3	Fixe...	1	\$28.00						
<input type="checkbox"/> 07/...	Fixe...	2	\$36.00						
<input type="checkbox"/> 07/...	Per...	2	\$173.4						
<input type="checkbox"/> 07/...	Per...	2	\$45.77						
<input type="checkbox"/> 07/...	Per...	3	\$45.77						

Save Cancel Done

- Click **Allocate Selected Expenses**

Allocations for Report: Instate Travel 7-16 to 31 Sgl

Expense List				Allocations					
Allocate Selected Expenses				Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites					
Select Group				<input type="checkbox"/> Percentage * Department ? * Program ? * Fund Source ? * Fund ? * Project ?					
<input type="checkbox"/> Da...	Ex...	Gr...	A...						
<input type="checkbox"/> 07/...	Fixe...		\$28.00						
<input type="checkbox"/> 07/...	Fixe...	1	\$28.00						
<input checked="" type="checkbox"/> 07/...	Fixe...	2	\$36.00						
<input checked="" type="checkbox"/> 07/...	Per...	2	\$173.4						
<input checked="" type="checkbox"/> 07/...	Per...	3	\$45.77						

- The Allocations display
- You may adjust any of the fields, delete rows, add rows, or select a different item from **Favorites** to make your corrections.
- Click **Save**

Allocations for Report: Instate Travel 7-16 to 31 Sgl

Expense List		Allocations						Total:\$255.23	Allocated:\$255.23 (100%)	Remaining:\$0.00 (0%)	
<input type="checkbox"/> Allocate Selected Expenses <input type="checkbox"/> Select Group		<input type="checkbox"/> Allocate By: <input type="button" value="Add New Allocation"/> <input type="button" value="Delete Selected Allocations"/> <input type="button" value="Favorites"/> <input type="button" value="Add to Favorites"/>									
<input type="checkbox"/>	Da...	Ex...	Gr...	A...	<input type="checkbox"/>	Percentage	* Department	* Program	* Fund Source	* Fund	* Project
<input type="checkbox"/>	07/...	Fixe...		\$28.00	<input type="checkbox"/>	40	STATE GOVERN...	(0850201) Statew...	(01000) STATE G...	(10100) Operations	(01) STATE BASE...
<input type="checkbox"/>	07/...	Fixe...	1	\$28.00	<input type="checkbox"/>	60	STATE GOVERN...	(0850201) Statew...	(07BA0) 1300 NU...	(10100) Operations	(01) STATE BASE...
<input checked="" type="checkbox"/>	07/...	Fixe...	2	\$36.00							
<input checked="" type="checkbox"/>	07/...	Per...	2	\$173.4							
<input checked="" type="checkbox"/>	07/...	Per...	2	\$45.77							
<input type="checkbox"/>	07/...	Per...	3	\$45.77							

10. Click **Yes** in the confirmation dialogue box to apply the saved allocations. Different dialogue will appear in the confirmation boxes depending on whether you adjusted the existing fields or applied a different saved allocation.

a. You must confirm the change to proceed.

11. Click **Done** to exit Allocations and return to the Expense Report detail.

Allocations for Report: Instate Travel 7-16 to 31 Sgl

Expense List		Allocations						Total:\$255.23	Allocated:\$255.23 (100%)	Remaining:\$0.00 (0%)	
<input type="checkbox"/> Allocate Selected Expenses <input type="checkbox"/> Select Group		<input type="checkbox"/> Allocate By: <input type="button" value="Add New Allocation"/> <input type="button" value="Delete Selected Allocations"/> <input type="button" value="Favorites"/> <input type="button" value="Add to Favorites"/>									
<input type="checkbox"/>	Da...	Ex...	Gr...	A...	<input type="checkbox"/>	Percentage	* Department	* Program	* Fund Source	* Fund	* Project
<input type="checkbox"/>	07/...	Fixe...		\$28.00	<input type="checkbox"/>	40	STATE GOVERN...	(0850201) Statew...	(01000) STATE G...	(10100) Operations	(01) STATE BASE...
<input type="checkbox"/>	07/...	Fixe...	1	\$28.00	<input type="checkbox"/>	60	STATE GOVERN...	(0850201) Statew...	(07BA0) 1300 NU...	(10100) Operations	(01) STATE BASE...
<input checked="" type="checkbox"/>	07/...	Fixe...	2	\$36.00							
<input checked="" type="checkbox"/>	07/...	Per...	2	\$173.4							
<input checked="" type="checkbox"/>	07/...	Per...	2	\$45.77							
<input type="checkbox"/>	07/...	Per...	3	\$45.77							